Common CSV File Errors

The list below contains the most common CSV file errors and a quick fix for each:

- The first word in the sample file must be **sample** and the first word in the result file must be **result**. Make sure yours has no capitalization or "s" at the end.

- The second entry in the file, **STATE**, must be in all caps.

- Your LabID must be 5 characters long…in most cases, add 2 leading zeros. VELAP ID's must be 6 characters long, beginning with '46'.

- Your PWSID must have "VA" at the beginning; VA1234567.

- The sampling point for Total Coliform samples is nearly always TCR01 (with a zero). Please make sure you have not entered TRC01 or TCRO1 (with the letter "O".)

- Bad formatting on Collect Date / Receive Date. Make sure this is in the format **mm/dd/yyyy**. Example, 03/03/2009.

- Bad formatting on collect time. Collect time must have formatting **hhmmss** and be 6 characters in length. You may have to add zeros to the beginning and end to achieve this. Also, use military time. Example: 9:35 AM will be 093500 and 1:15 PM will be 131500.

- On your result file, the Analyte code for Total Coliform analysis is **3100**. If your Total Coliform is absent, you can but are not required to submit the E.Coli result for **3014**. However, **if your Total Coliform is positive, you are required to submit the E.Coli result for 3014**. If you are submitting an MPN result, the Total Coliform analyte is **3000** and the E.Coli analyte is **3014.**

- Please be careful to check your standard method against our standard method codes list (*Method Analytes assoc.* tab in the Monitoring Schedule). SM 9223B, and SM 9222B are common, valid method codes (note there is a space between the "M" and "9"). Please do not submit a method code that is not on our list; it will get rejected.

- Make sure to insert your State Notification Date with format **mm/dd/yyyy**.

- For MPNs, make sure to insert an "A" or "P" for Coliform Absence / Presence. Symbols such as "< 1 " are not accepted. If marked with an "A", proceed to fill out the next 3 columns with 0, 100ML, MPN. If marked with P, fill in the same with your quantity.

- Make sure your files are saved as type "CSV." Once your files have been saved in CSV format, **do not open the file unless you have Notepad set as your default program to open all CSV files**. If you open a CSV file without having Notepad set as your default program to open the file, then Excel will open the file and corrupt most of the formatting done. Please see section **IV**. **Using Notepad to Correct File Errors** for more information on how to do this.

I. Sample File Errors

This section contains a detailed list of CSV sample file errors and error messages generated by the CSV file checker. A short explanation of the generated error, causes and steps to amend the problem will follow each.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_5	VA1234567	8/12/2008	n/a	Invalid collect Date format

Invalid Collect Date: Either there is some error in your collect date entry, or it is in the wrong format; incorrect: 8/12/2008; correct: 08/12/2008.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GM-26-0904	VA1234567	04/23/2009	n/a	Invalid Receive Date

Invalid Receive Date: Either there is some error in your lab receive date entry, or it is in the wrong format; incorrect: 8/12/2008; correct: 08/12/2008.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
123	sample	GGM_3	VA1234567	08/10/2008	n/a	Invalid Lab ID

Invalid Lab ID: The LabID submitted does not match our database or has poor formatting. Make sure your LabID is 5 characters long; you may need to add leading zeros (incorrect-123; correct-00123); VELAP ID's must be 6 characters long, beginning with '46'. Also be sure you are using your lab's active LabID and not one that has been retired.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_5	1234567	08/12/2008	n/a	Invalid PWSID

Invalid PWSID: Either a "VA" needs to be inserted before the PWSID number such that it has the format VA1234567, or the PWSID does not match one in our database. Please double check the number to be sure it was entered correctly. It may also be a new system.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_2	VA1234567	08/09/2008	n/a	LIMS# does not match PWSID between the files

LIMS# does not match PWSID between the files: In this case, there is most likely a SampleID given on the sample file with a PWSID that is different from the PWSID given for the same SampleID on the result file. One of the PWSID's must be corrected so that they match.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Received date prior to sample date.

Receive date set prior to sample date: In this case, a lab receive date has been submitted that is set prior to the actual sample collect date. The lab receive date must be the same day or later than the sample collect date.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	SampleID submitted multiple times.

SampleID submitted multiple times: A SampleID can only be used once in the sample file, but can be used multiple times in the result file (for example, one sample bottle of water can be tested for many things, with many results that can be listed in individual rows of the result file.) Please remove any duplicated SampleIDs from the sample file, or edit them to be unique: i.e. 10A-1, 10A-2, 10A-3, etc.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	SampleID previously submitted for collect date 08/11/2008

SampleID previously submitted for collect date ____: The submission is invalid because the SampleID was previously submitted. Double check that the samples were not previously submitted. If they are in fact new samples, you must submit them with a SampleID that hasn't been previously used.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	SAMPLE	GGM_1	VA1234567	08/08/2008	n/a	Structure Set Name must be lowercase 'sample'

Structure Set Name must be lowercase 'sample': The first word of the sample template must always be sample, and the first word of the result template must always be result, no capitalization, and no "s" at the end.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Sample submitted without results

Sample submitted without results: This error is generated either because the SampleID and sample information has been submitted on the sample template but results have not been provided in the result template, or there is a mistype in the SampleID so they do not match between the sample and result files.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Multiple Lead and Copper Samples with the same collection address or sample point ID.

Multiple Lead and Copper Samples with the same collection address or sample point ID: Lead and copper samples with the **same PWSID must have a unique sampling point and a unique sample location**. You cannot submit a sample file of lead and copper samples with the same PWSID where any of the samples have duplicate sampling points or duplicate sample locations.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Invalid Category

Invalid Category: The sample category submitted is invalid. Double check the Monitoring Schedule to ensure you've submitted the correct sample category.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	CL2 Residual outside of range 0 – 99.999

CL2 Residual outside of range 0 – 99.999: The CL2 Residual must be numeric values only (no symbols, "<", ">", "N/A", etc) and must fall between the range of 0 – 99.999. If it was not analyzed, leave the field blank. If it was not detected, enter 0.0.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Missing Sampler Name

Missing Sampler Name: The sampler's name must be submitted with each sample; this field cannot be left blank.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	LabCert ID# does not match between files

LabCert ID# does not match between files: The Lab ID submitted in your sample file does not match the Lab ID submitted in your result file. Be sure the Lab ID's correspond between the two files.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Missing FacilityID

Missing FacilityID: The facility id must be submitted with each sample; this field cannot be left blank. You may refer to the *MonitoringSchedules* tab of the Monitoring Schedule to help determine what this should be.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Missing Sampling Point ID

Missing Sampling Point ID: The sampling point must be submitted with each sample; this field cannot be left blank. You may refer to the *MonitoringSchedules* tab of the Monitoring Schedule to help determine what this should be.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Bacti Result missing sample location

Bacti Result missing sample location: All bacti results must be submitted with a sample location in the sample file. The sample location cannot be left blank. The sample location is not listed in the *MonitoringSchedules* tab of the Monitoring Schedule; however, this is information that should be supplied to you by your client. If they have not supplied this information, you will have to contact them to find out the location of where the sample was taken.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Invalid Original LIMS information

Invalid Original LIMS information: This error is generated when a sample is coded as a Repeat ("RP" in the Sample Type field) and the Original Sample: Sample ID submitted is not one that has been submitted previously (or was left blank), the Original Sample: Lab ID submitted is not valid (or was left blank), and/or the Original Sample: Certifying Agency submitted is not valid (or was left blank).

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Original LIMS information provided for invalid sample type.

Original LIMS information provided for invalid sample type: This error is generated when a sample is submitted with data in the Original Sample: Certifying Agency, Lab ID, and Sample ID fields, however, the sample type is not coded as a Repeat (RP) sample. Only Repeat (RP) samples should be submitted with data in those fields.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Invalid Classification

Invalid Classification: The classification code submitted is invalid. Double check the Monitoring Schedule to ensure you've submitted the correct classification code.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_3	VA1234567	08/11/2008	n/a	Invalid Original LIMS Lab ID

Invalid Original LIMS Lab ID: This error is generated when a sample is coded as a Repeat ("RP" in the Sample Type field) and the Original Sample: Lab ID submitted is not valid (or was left blank).

II. Result File Errors

This section contains a detailed list of CSV result file errors and error messages generated by the CSV file checker. A short explanation of the generated error, causes and steps to amend the problem will follow each.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**Collect Date**	**Analyte Code**	**Error**
00LAB	result	GGM_4	VA1234567		3014	An ecoli result (3014) cannot be reported without a paired TC result (3000 for MPN or 3100 for PA)

An ecoli result cannot be reported without a paired TC result: If an ecoli result is reported, a TC result should also be reported with the same sample ID. Typically the TC result is "Present" if an eColi result is reported. Either add a TC result with the sample ID to the results file or, if this was supposed to be a TC result, not EColi, change the analyte code to either 3000 for MPN or 3100 for PA.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_4	VA1234567		3000	Count volume must be 100ML

Count Volume must be 100ML: This particular error is MPN related, and is generated because the only entry acceptable in column L (Count Volume) is 100ML. Please enter exactly as indicated, with no spaces and ML must be in all caps.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_2	VA1234567		3000	Invalid State Notification Date

Invalid State Notification Date: This error is generated either because the State Notification Date is omitted, or is not properly formatted. The format must be in the form of **mm/dd/yyyy**.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_2	VA1234567		3000	Invalid Lab ID

Invalid Lab ID: The LabID submitted does not match our database or has poor formatting. Make sure your LabID is 5 characters long; you may need to add leading zeros (incorrect-123; correct-00123); VELAP ID's must be 6 characters long, beginning with '46'. Also be sure you are using your lab's active LabID and not one that has been retired.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_2	1234567		3000	Invalid PWSID

Invalid PWSID: Either a "VA" needs to be inserted before the PWSID number such that it has format VA1234567, or the PWSID does not match one in our database. Please double check the number to be sure it was entered correctly. It may also be a new system. Make sure you modify both the sample and result file if there is an error.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	0904842-16A	VA1234567		3013	Invalid Std. Method

Invalid Standard Method: The Standard Method submitted in the result file does not match one of the standard method codes currently used by the database; or the standard method was omitted. Please refer to the *Methods Analytes assoc.* tab in the Monitoring Schedule. Enter the Analysis Method code exactly as it is shown on the codes list, case, space, and character sensitive.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_4	VA1234567		3000	Result submitted without a Sample

Result submitted without a sample: This error is generated either because the SampleID and result information has been submitted on the result template but the SampleID and sample information have not been provided in the sample template, or there is a mistype in the SampleID so they do not match between the sample and result files.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_2	VA1234567		3000	Sample Category, Code, Analyte Result Mismatch

Sample Category, Code, Analyte Result Mismatch: This error is generated because the database does not recognize the combination of which the sampleID is coded on the sample and result template. A Total Coliform sample that is coded TC, TC, RT, Y should have analyte codes 3100, 3014, or sometimes 3013 on the result template. An MPN sample that is coded GE, MPN, SP, N on the sample template should be coded with an analyte code 3000 or 3014 on the result template. Check the sampleID on each template to be sure it has the right code combination. Please refer to the *Classified Monitoring List* tab in the Monitoring Schedule to ensure the correct sample category, classification code, and analyte code combinations are being used.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	Result	GGM_2	VA1234567		3014	Structure Set Name must be lowercase 'result'

Structure Set Name must be lowercase 'result': The first word of the result template must always be result, and the first word of the sample template must always be sample, no capitalization, and no "s" at the end.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		3013	Invalid Analyte Method Pair []

Invalid Analyte Method Pair []: This error is generated because a valid method code and a valid analyte code have been submitted, however, the two may not be paired together. Please refer to the *Method Analytes assoc.* tab in the Monitoring Schedule to verify that a valid method pairing is used.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		1030	Invalid Concentration Unit of measure

Invalid Concentration Unit of measure: This error is generated because an invalid unit of measure is submitted in the Concentration Unit Measure field. Please refer to the *Unit of Measure Codes* tab in the Monitoring Schedule for permitted units of measure.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		3000	MPN Volume or Count Type provided without an MPN Count

MPN Volume or Count Type provided without an MPN Count: This error is generated because Count Volume (100ML) and/or Count Type were submitted, however, the Count was omitted. For a positive result, a numerical value should be submitted in the Count field, along with the Count Volume and Count Type.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		3100	eColi or fecal result must be submitted with Positive TC result

eColi or fecal result must be submitted with Positive TC result: If a Total Coliform result is positive, you are required to submit the E.Coli result for 3014 (or the Fecal Coliform result for 3013). The E.Coli result (even if it was absent) must be reported in the result template along with the positive Total Coliform result.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		3100	Invalid Data Quality value

Invalid Data Quality value: This error is generated when an unpermitted value is submitted in the Data Quality field. The only permitted values in the Data Quality field are "A" (Accepted) or "R" (Rejected). Please see the *Permitted Values* tab in the Monitoring Schedule.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		3100	Result may not be provided if Data Quality value = "R"

Result may not be provided if Data Quality value = "R": This error is generated when an "R" (Rejected) is submitted in the Data Quality field, and then a result is submitted. If a result is Rejected, then an "R" should be entered into the Data Quality field and a valid reason code should be entered into the Data Quality Reason field. Please see the *Permitted Values* tab in the Monitoring Schedule for a list of permitted data quality reason codes.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_3	VA1234567		3100	Invalid Microbe Presence

Invalid Microbe Presence: This error is generated when an unpermitted value is submitted in the Microbe Presence Indicator field. The only permitted values in this field are "A" (Absent) or "P" (Present). Please see the *Permitted Values tab* in the Monitoring Schedule.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_3	VA1234567		3000	Non Numeric value submitted in analysis result:

Non Numeric value submitted in analysis result: This error is generated when a symbol is submitted in the Count field, such as "<"," >", etc). Only numeric values can be submitted in the Count field.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_3	VA1234567		3000	Invalid count Type

Invalid count Type: This error is generated when the Count and Count Volume are submitted, however, the Count Type is omitted, or an unpermitted value is submitted. The only permitted value for Count Type is MPN (see the *Permitted Values* tab in the Monitoring Schedule).

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_3	VA1234567		3100	Lab is not certified for this method/analyte combination []

Lab is not certified for this method/analyte combination: This error is generated when the lab submits a method and analyte combination for which they are not certified for. Check to be sure that the correct method code and/or analyte code was submitted. It may also be necessary to verify your certification with DCLS.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		3000	Invalid count volume

Invalid count volume: This particular error is MPN related, and is generated because the only entry acceptable in column L (Count Volume) is **100ML**. Please enter exactly as indicated, with no spaces and ML must be in all caps.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		3014	Values in detection fields do not apply to bacti results.

Values in detection fields do not apply to bacti results: This error is generated when data is submitted in the detection fields (Less Than Indicator, Less Than Code, Detection Level, Detection Unit, Concentration, and/or Concentration Unit Measure fields) for bacti results. Data should only be submitted in these fields for GE or PB results.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		1020	Concentration unit of measure required

Concentration unit of measure required: This error is generated when data is submitted in the Concentration field; however, nothing is submitted in the Concentration Unit Measure field. If a Concentration value is submitted, then the appropriate Concentration Unit Measure must be submitted along with it. Please refer to the *Unit of Measure Codes* tab in the Monitoring Schedule for permitted units of measure.

csv_Lab_errors						
LabID	StructureSetName	SampleID	PWSID	CollectDate	AnalyteCode	Error
00LAB	result	GGM_3	VA1234567		1020	Invalid Detect Unit of measure

Invalid Detect Unit of measure: This error is generated because an invalid unit of measure is submitted in the Detect Unit Measure field. Please refer to the *Unit of Measure Codes* tab in the Monitoring Schedule for permitted units of measure.

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_3	VA1234567		3100	Result “absent” with a concentration value >0

Result “absent” with a concentration value >0: This error is generated when an “A” (Absent) is submitted in the Microbe Presence Indicator field, indicating the microbial result is negative; however, a value >0 is submitted in the Concentration field. If a concentration value is submitting indicating something was detected, then the Microbe Presence Indicator field should have a “P” (Present).

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_3	VA1234567		3100	Result submitted multiple times

Result submitted multiple times: This error is generated when more than one result with the exact same sample id and analyte code are submitted in the result file. More than one result may be submitted with the same sample id, however, each must have a different analyte code.

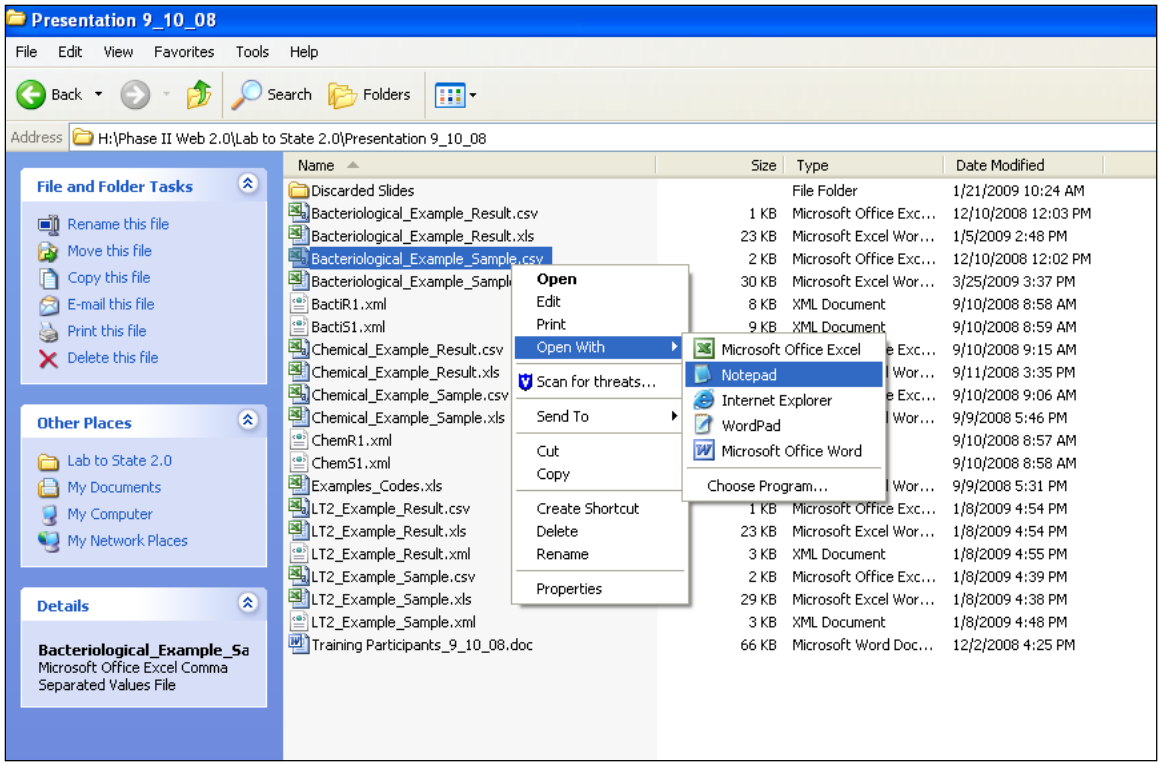
csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	result	GGM_3	VA1234567		3100	Concentration value required

Concentration value required: This error is generated when a result is submitted with a value in the Concentration Unit Measure field, but no value was submitted in the Concentration field. A value must be submitted in the Concentration field when a unit of measure is submitted.

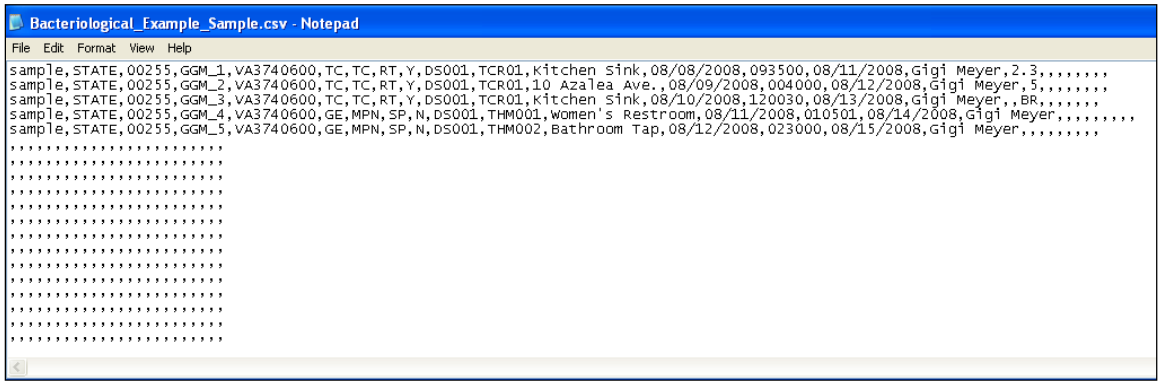
IV. Using Notepad to Correct File Errors

Using Notepad provides a quicker method to directly edit the CSV file and bypass using Excel. To use this, follow the method shown below:

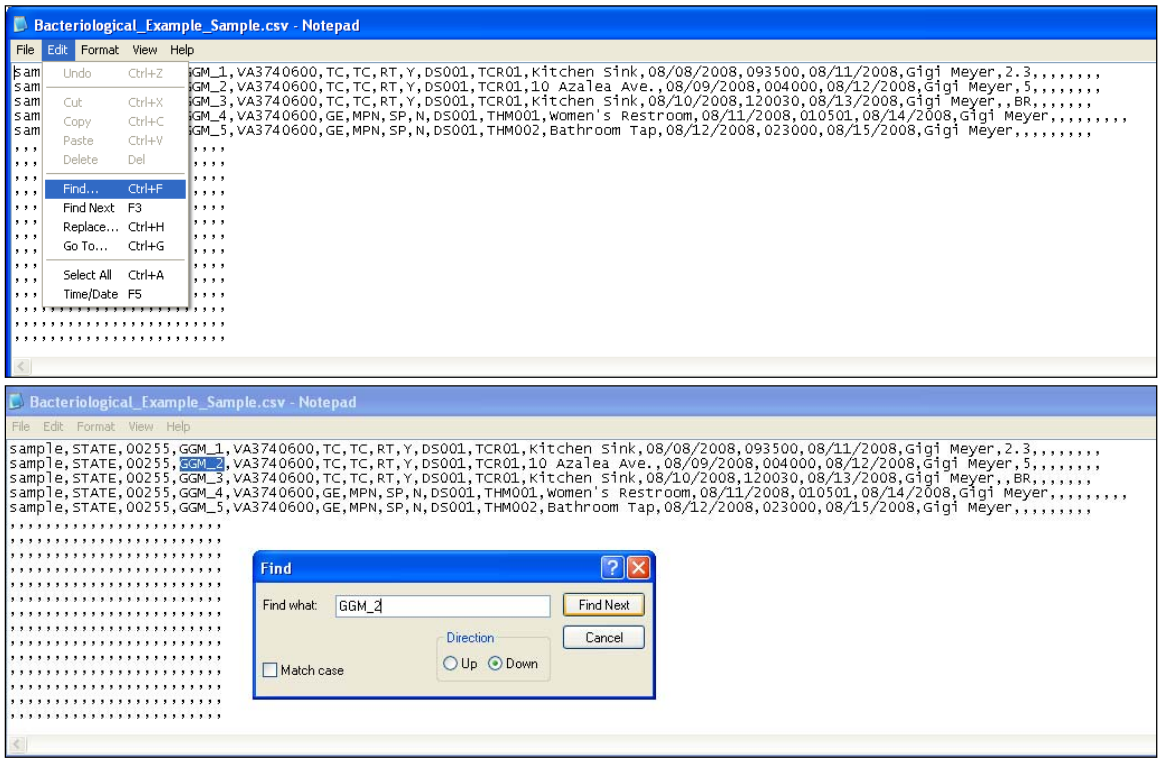
1. Find your CSV file in need of corrections, and right click on it. From the Drop down menu that appears, choose "Open with….Notepad."



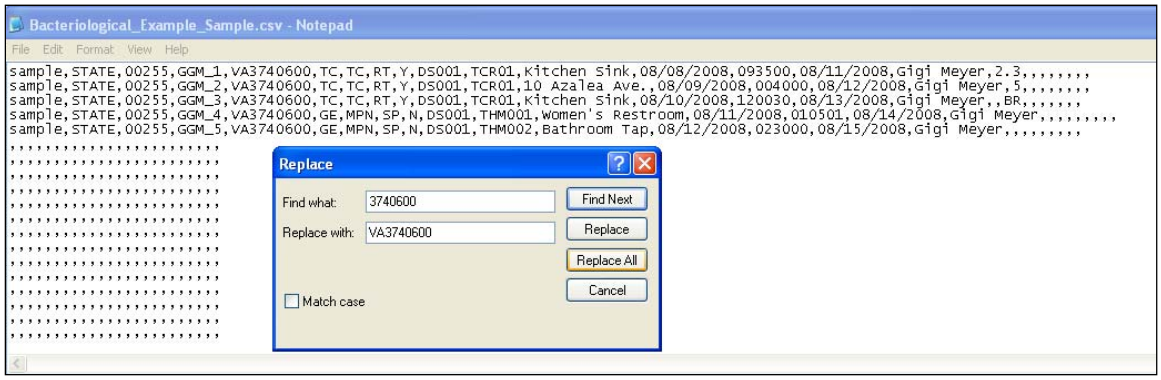
2. Your file will look something like the one shown below, with your data separated by commas:



3. To find a SampleID that needs editing quickly, use the Edit…Find feature on the toolbar:

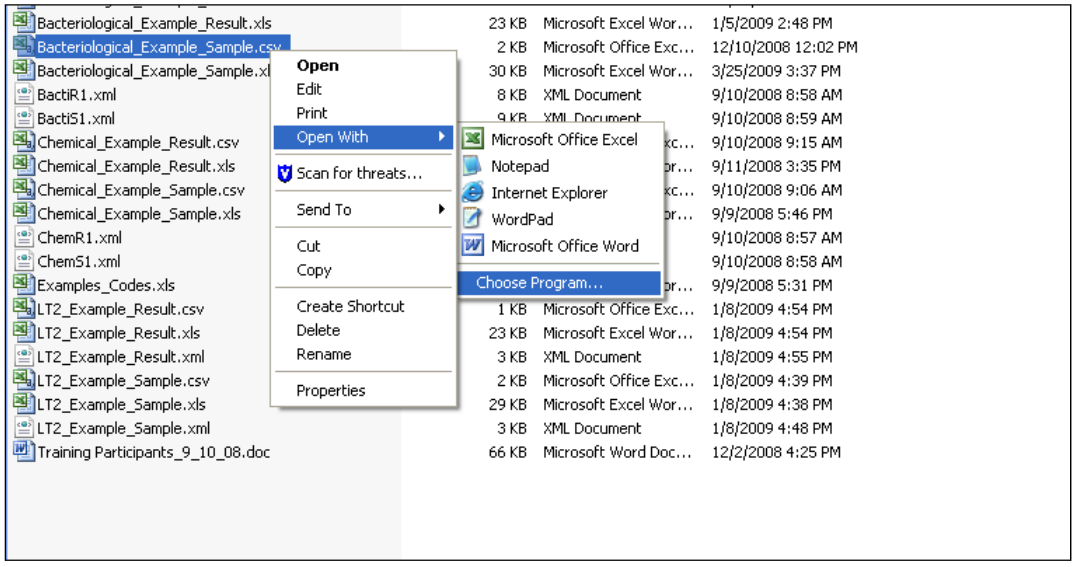


4. Common errors that repeat over and over in the file such as using the word “Result” instead of “result” (capital “R” causes rejection) or accidentally using the incorrect sampling point TCRO1 (letter “O”) instead of TCR01 can be quickly replaced using the Edit….Replace feature on the toolbar:

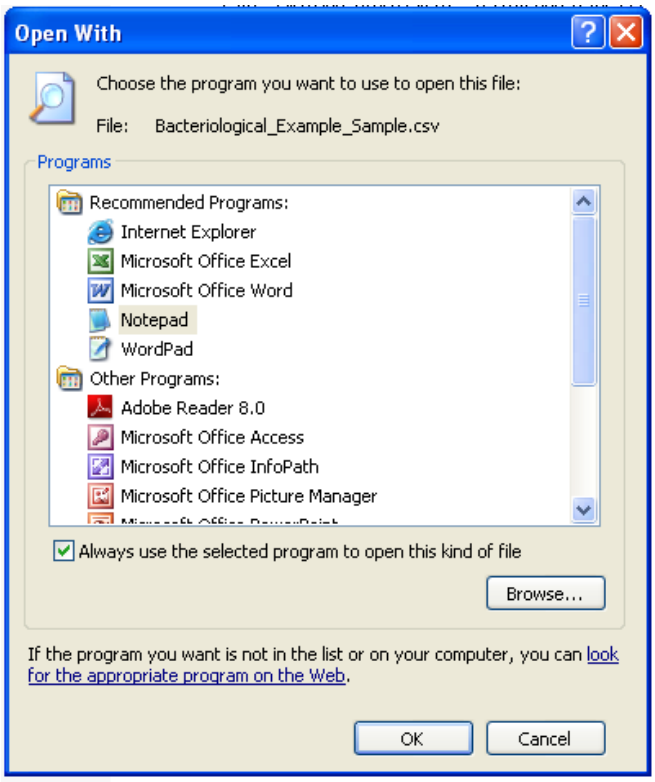


5. When finished, simply use the “File….save” procedure or close out and save when prompted.

6. To make Notepad your standard editing tool for all CSV files, and to avoid opening a CSV file in Excel and thereby losing formatting, please follow the procedure below. Your settings will be set to always open CSV files in Notepad. Right click on your CSV file as before, go to Open with….Choose Program:



7. From the screen that appears, click on Notepad and then check "Always use this program to open this type of file." Click okay.



V. Examples

This section attempts to give some error troubleshooting examples that may be helpful in identifying your errors. The Notepad program is used in this section to show how to quickly fix common errors.

Example 1:
Lab 00LAB has sent in a set of files that generates the following errors:

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
00LAB	sample	GGM_4	VA1234567	08/10/2008	n/a	Invalid Time Format
00LAB	sample	GGM_1b	VA1234567	08/08/2008	n/a	Sample submitted without results
00LAB	Results	GGM_5	VA1234567		3000	Structure Set Name must be lowercase 'result'
00LAB	Results	GGM_4	VA1234567		3000	Structure Set Name must be lowercase 'result'
00LAB	Results	GGM_2	VA1234567		3100	Structure Set Name must be lowercase 'result'
00LAB	Results	GGM_2	VA1234567		3014	Structure Set Name must be lowercase 'result'
00LAB	Results	GGM_1	VA1234567		3100	Structure Set Name must be lowercase 'result'
00LAB	Results	GGM_1	VA1234567		3100	Result submitted without a Sample

1. First, open the sample file and go to Edit…Find. Enter the sampleID GGM_4, select "find." Search out the collect time to the right and make sure it has 6 characters in length. Often there is one too many or one too few zeros.

2. Next, find sampleID GGM_1b. This may be a mistyped sampleID that does have a matching result, or a result may need to be added.

3. Close the sample file and click "save" when prompted.

4. Open the result file, go to Edit…Replace. In the first box on top, enter "Results". In the second box on bottom, enter result. Click 'Replace all.' The first word of the result file must be "result". Close the file and save.

Example 2:

Lab 00LAB has sent in a set of files that generates the following errors:

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
LAB	sample	GGM_5	VA12345670	08/12/2008	n/a	Invalid Lab ID
LAB	sample	GGM_4	VA12345670	08/10/2008	n/a	Invalid Lab ID

csv_Lab_errors						
LabID	**StructureSetName**	**SampleID**	**PWSID**	**CollectDate**	**AnalyteCode**	**Error**
LAB	sample	GGM_3	VA12345670	08/10/2008	n/a	Invalid Lab ID
LAB	sample	GGM_2	VA12345670	08/09/2008	n/a	Invalid Lab ID
LAB	sample	GGM_1	VA12345670	08/08/2008	n/a	Invalid Lab ID
00LAB	result	GGM_5	VA12345670		3000	Invalid State Notification Date
00LAB	result	GGM_4	VA12345670		3000	Invalid State Notification Date
00LAB	result	GGM_2	VA12345670		3100	Invalid State Notification Date
00LAB	result	GGM_2	VA12345670		3014	Invalid State Notification Date
00LAB	result	GGM_1	VA12345670		3100	Invalid State Notification Date

It appears that these files have poor formatting errors, the main problem being that leading zeros have been lost on the LabID 00LAB in the sample file to generate the first 5 errors; and on the result file, the State Notification date has not been inserted. To fix these errors, do the following:

1. Open the sample template and use the Edit…Replace feature. In the first box, enter LAB. In the second box, enter 00LAB, then click 'Replace All.' Close and save.

2. Open the result template and use the Edit…Replace feature. Currently, the space the State Notification date should be only appears as two commas (,,) between the Analysis Method and Data Quality Columns. If each of the results have been given an "A" for Accepted in the Data Quality column, then enter **,,A** in the top box and **,mm/dd/yyyy,A** in the bottom box. This will insert the date into the empty column next to Data Quality. Note: mm/dd/yyyy is meant to be substituted with the Lab's current State Notification date.